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MONTHLY REPORT
June 1968

1. The procedure for handling photographs accessioned from DIA Information Reports was reviewed and modified. As a result of this modification the photographs are being supplied to the ISG for indexing one week earlier than previously.

2. The Agency photographer has been equipped with a new Hasselblad camera. He is currently running a series of tests and checks as part of his orientation in using this equipment. As familiarity with this new equipment is gained, it is expected to provide improved photographic capability for the Section. The newly selected photographer will be trained in the use of this equipment at the time he enters on duty.

25X1 3. The [] operation was visited and a system of fund accounting and contact reporting were explained. These new reporting procedures will commence on 1 July 1968. As a result of this more detailed and regular reporting the Section will be able to better evaluate and control this procurement activity.

4. It is planned to study a system of photographic copying currently available, to determine the feasibility of its use to provide proof copies and quick copies for requesters at a reduced cost.

25X1 5. A test [] is being printed with screened (half-tone) photographs printed directly on the [] report. This is being done in conjunction with SB/Reports of the DDP and PSD. Results, if satisfactory of this trial, could be far-reaching, i.e., fewer glossy prints made as attachments to [] easier initial distribution of [] as no photo attachments need accompany the report.

25X1 6. In conjunction with the ISG/WH Division and PSD, the Pictorial Services Branch had delivered several requests for personality prints at 1½ X 2" in size without captions. This will improve the quality of finished illustrations in printed biographic publications.

PHOTO SECTION, PSB/DPSD

STATISTICAL SUMMARY FOR June 1968

Crash Lab Production

Negatives (New)	306
Prints	<u>1,229</u>
Agency Photographer Assignments	11
Negatives Accessioned	<u>2,651</u>
Negatives Pulled and Filed	<u>14,690</u>
<input type="text"/> Handled	<u>1</u>
Prints Produced - <input type="text"/>	<u>200</u>

Graphics Coordinator Correspondence

Incoming	59
Outgoing	<u>56</u>

Photographs Received by Source

DD/P	1,936
<input type="text"/>	<u>653</u>
Graphics Program	<u>2,452</u>
Other	<u>2,041</u>

Total	<u>7,081</u>
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DIA/IR Attachments	
(1,168 IR's)	<u>14,211</u>

TOTAL	<u>21,292</u>
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MONTHLY REPORT
ADDENDUM
June 1968

During the month the Section acquired two Hasselblad cameras for use by the Agency photographers. This new camera system will provide the Section with the most up-to-date picture taking capability in the field; offering speed and flexibility to meet a wide variety of circumstances and conditions.

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9. Procedures for handling and accessioning photographic enclosures to DIA Information Reports are being reviewed and revised. As a result, of preliminary procedure modifications, photographs are being regularly supplied to ISG for indexing one week earlier than heretofore.

10. Photo Section has acquired two Hasselblad cameras for use by Agency photographers. This camera system will provide the Section with the most up-to-date picture taking capability available. In addition to providing high speed photographic capability, the flexibility of a rapid lens changing system enables the photographers to work under many varied conditions.

11. During a visit to the a new system of reporting contacts was initiated. This system will provide Headquarters with specific information on the operation of these photographic procurement activities, with the resulting improved control. In addition the accounting procedures were reviewed and modified to establish a system of accounting and record keeping compatible with Agency approved procedures. It is expected that these procedural changes will result in a more effective operation and a greater current awareness of the overall activity.

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12. We plan to study a commercially available system of photographic copying to determine its practicality in providing proof copies and quick reproduction for requesters at a reduced cost.

13. In an effort to provide higher quality photographic support for the Biographic reporting program the Photo Section and a senior analyst of WH/ISG devised a system of supplying the Printing Service Division with a directly reproducible photograph for use in printing the Biographic Reports. As a result of providing a 1½ by 2 inch photograph without caption, several steps in the printing of these reports were eliminated with economics in the operation. It is anticipated that this modification will enable PSD to respond to CRS printing requirements in a reduced time frame.

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